

DEPARTMENT OF THE ARMY  
HEADQUARTERS, U.S. ARMY FIELD ARTILLERY CENTER AND FORT SILL  
Fort Sill, Oklahoma 73503-5100

USAFACFS Suppl 1  
to AR 340-21

1 June 1987

Office Management  
THE ARMY PRIVACY PROGRAM

Further supplementation by subordinate commanders is prohibited  
unless specifically approved by Headquarters, USAFACFS.

AR 340-21, 5 July 1985, as supplemented by TRADOC Suppl 1, 28 March 1986, and FORSCOM Suppl 1, 30 December 1985, is further supplemented as follows:

Paragraph 1-4, Responsibilities. Add subparagraph f after subparagraph e.

e. Heads of organizations and elements listed in appendix A are responsible for--

(1) Designating a Privacy Act Coordinator for their organization and element under their jurisdiction. A copy of appointment, giving name, rank, office, and telephone number, will be forwarded to this headquarters, ATTN: ATZR-UOA-A. Appointments will be maintained on a current basis. Appointee will normally be the same person appointed as the Freedom of Information Coordinator.

(2) Coordinating with the USAFACFS Privacy Official, Administrative Support Section, Directorate of Information Management (DOIM), prior to publishing or dispatching command correspondence, directives, and/or publications which implement the provisions of the Privacy Act of 1974.

(3) Coordinating all responses made to individuals requesting identification, access, or amendment of records with the USAFACFS Privacy Official. Providing this official a copy of all correspondence relating to requests for information subject to the provisions of the Privacy Act of 1974. Routing all recommendations for denial of access to, or amendment of, records through the Privacy Official, HQ, USAFACFS, to the appropriate access and amendment refusal authority (AARA).

(4) Assuring that each local form for which they are the proponent and which requires a privacy statement, has the statement developed within the body of the form or has a separate statement which is available whenever the form is completed.

Add paragraph 1-9.1 after 1-9.

1-9.1. Duties of Privacy Coordinators. Privacy coordinators will perform those duties of privacy officials as outlined in paragraph 1-9 for their respective organization.

Paragraph 4-2b, Privacy Act Statement. Add the following after the last sentence:

The development of all locally produced privacy statements will be coordinated with the USAFACFS Privacy Official, ATTN: ATZR-UOA-A.

Paragraph 4-7. Reporting Requirements. Add the following at the end of subparagraph b.

The consolidated annual report will be submitted to HQ, USAFACFS, by 8 January, each year

Add paragraph 4-10 after paragraph 4-9.

4-10. Surveys of Local Programs. A periodic survey of each organization's implementation of the Army Privacy Program will be conducted by the Administrative Support Section, DOIM. Surveys will be announced in advance and will be conducted in conjunction with normally scheduled Records Management Surveys required by AR 340-1, paragraph 13a.

Add appendix A, Organizations and Elements after Glossary.

1 Jun 87

APPENDIX A (ADDED)

ORGANIZATIONS AND ELEMENTS

The following will appoint a Privacy Act Coordinator to carry out responsibilities for the organization/element on Privacy Act:

Asst Comdt, USAFAS  
Chaplain  
Directorate of Contracting (DOC)  
Directorate of Engineering and Housing (DEH)  
Directorate of Information Management (DOIM)  
Directorate of Logistics (DOL)  
Directorate of Personnel and Community Activities (DPCA)  
Directorate of Plans, Training, and Mobilization (DPTM)  
Directorate of Reserve Component Support (DRCS)  
Directorate of Resource Management (DRM)  
Directorate of Security (DSEC)  
HQ Cmd, USAFACFS  
Inspector General (IG)  
Internal Review and Audit Compliance Office (IRAC)  
Law Enforcement Command (LEC)  
Public Affairs Office (PAO)  
Staff Judge Advocate (SJA)  
U.S. Army Field Artillery Training Center (USAFATC)  
III Corps Artillery  
U.S. Army Field Artillery Board (USAFABD)  
Fort Chaffee

(ATZR-UOA-A)

FOR THE COMMANDER:



DENNIS I. RONEY  
Colonel, FA  
Chief of Staff

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